

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Supplement 1
to AR 25-51

3 August 1995

Information Management: Records Management
OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT

Further supplementation by subordinate commanders is prohibited, unless specifically approved by Headquarters, USAFACFS.

AR 25-51, 30 November 92, is supplemented as follows

Page 3, paragraph 1-4, Responsibilities. ADD the following at the end of paragraph 1-4j(2).

Director of Information Management is responsible for assuring prompt and efficient processing of official mail between elements of the headquarters, and between this headquarters and separate headquarters, activities, and units. Commanders of separate headquarters, activities, and units will establish responsibilities and procedures for processing official mail (not personal mail) within their headquarters by means of an SOP.

Page 9, paragraph 2-11, Envelopes. ADD subparagraph i

i. Indicia items such as envelopes, cards, etc., bearing the identification number DOD 314, will be covered with a file label or lined through with a black marker. Postage and Fees Paid indicia overprinted with metering print could result in double billing to the Army by the United States Postal Service. All items not properly prepared prior to dispatch will be returned to sender.

Page 10, paragraph 2-12, Addresses. ADD the following example after subparagraph d.

All outgoing mail must be prepared IAW U.S. Postal Service requirements. Addresses may not exceed six lines and cannot be over 40 characters per line counting spaces, no punctuation will be used except in the zip code. Use all capital letters. Example of return address:

Attention Line	ATZR UA
Functional Title	CHIEF IAMD
Group, Dept, Div	IAMD
Business/Firm Name	DOIM
Delivery Address/ Street Address	Not established yet
City, State, Zip +4	FORT SILL OK 73503-XXXX

This supplement supersedes USAFACFS Supplemnt 1 to AR 25-51, 6 January 1995.

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NOTE: Individual names may be placed after the office symbol on Fort Sill return addresses. Delete Delivery Address on return addresses until established.

Page 18, paragraph 2-40, Controlled Mail Processing. ADD to the end of subparagraph a.

Time stamping official mail is authorized for documents on which a record of time of receipt is of legal or monetary significance (i.e., bids, invoices, contracts, and claims).

Page 22, paragraph 3-1, Hours of Operation and Release of Correspondence. ADD subparagraphs e and f.

c. The USAFACFS Headquarters, Central Correspondence and Distribution and Control Center (CCDCC), under control of the Contractor Representative is located in Room 115, McNair Hall, and is operated by the Installation Administrative Management Division (IAMD), DOIM. Operating hours are 0730-1600, Monday through Friday. Official mail is received from the Fort Sill Post Office by the CCDCC at 1030, Monday, and 0930, Tuesday through Friday. Cutoff for delivery of outgoing official mail to Fort Sill Metering Facility, Bldg 930, is 1530, Monday through Friday.

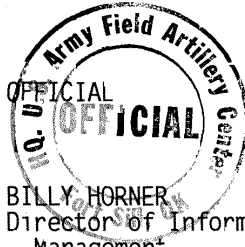
d. Official accountable mail must be handcarried to the Accountable Mail Control, Bldg 930, east end. Unless an exception to the policy has been approved in writing by this headquarters, accountable mail will be delivered unsealed to the Accountable Mail Control Point. Classified mail should be sealed prior to delivery to Bldg 930.

Page 23, paragraph 3-6, Delivery and Pickup Agreements. ADD subparagraph g.

g. The CCDCC will provide messenger service for official mail only, this includes official mail, whether enveloped or not.

(ATZR-UAA)

FOR THE COMMANDER:


BILLY HORNER
Director of Information
Management

RICHARD E. EVANS
Colonel, FA
Chief of Staff

DISTRIBUTION:
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